

Communication Committee

4/12/2023

Minutes

- **Introductions & Norms-** Each member was introduced.
- **Establishing the when, how, and what is included in the three tiers (create sentence frames) - group work-** There were 6 tables with the three tiers of incidences divided among them so that each group could provide feedback for each incident on how and what is communicated.
- **One word to wrap-up-** The wrap up included members being able to share thoughts and ask specific questions.
- **Next meeting- May 10, 2023 6:00 pm-** Agenda will include revising and finalizing the Tiered communication document

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Agenda

- **Introductions & Norms**
- **Establishing the when, how, and what is included in the three tiers (create sentence frames) - group work**
- **One word to wrap-up**
- **Next meeting**

Carmel Central School District

Safety Communication Tiers

DRAFT

Tier One- A Tier one incident is a low level of concern incident.

Incident	How	When	To whom
Ambulance called to a school	<ul style="list-style-type: none">Email	<ul style="list-style-type: none">Within one day	<ul style="list-style-type: none">Families involved
Fighting	<ul style="list-style-type: none">Phone callEmail	<ul style="list-style-type: none">Within the same day	<ul style="list-style-type: none">Families of involved studentsEmail entire school community reminding of policies
Dangerous animal on property	<ul style="list-style-type: none">Phone call		<ul style="list-style-type: none">Families within the school
Vandalism	<ul style="list-style-type: none">Email	<ul style="list-style-type: none">Within one school day	<ul style="list-style-type: none">School community
Weather related school closures	<ul style="list-style-type: none">Email and text	<ul style="list-style-type: none">the morning of, or as occurs	<ul style="list-style-type: none">School and/or district
Facility issue	<ul style="list-style-type: none">Email and text with specific info for impact on students	<ul style="list-style-type: none">the morning of, or as occurs	
Alcohol or drugs on property Tier one or two?	<ul style="list-style-type: none">Notify and meetBuilding wide alert	<ul style="list-style-type: none">Immediately	<ul style="list-style-type: none">Parents involved
Bus incident- Tier one or two? Dependent on type?		<ul style="list-style-type: none">Immediately	<ul style="list-style-type: none">Families involved

Tier Two- A Tier two incident is a medium level of concern incident.

Incident	How	When	To whom
Police on property- can be 2 or 3 depending on?	<ul style="list-style-type: none"> • Phone call to parents involved • Robocall 	<ul style="list-style-type: none"> • Within one day 	<ul style="list-style-type: none"> • Families involved • School community
Threats against particular students or staff	<ul style="list-style-type: none"> • Phone call to parents involved • Text message with all details – what was the threat, who against, the investigation steps, and the outcome 	<ul style="list-style-type: none"> • Immediately 	<ul style="list-style-type: none"> • Families involved • Entire district
Facility issues- depends on what?	<ul style="list-style-type: none"> • Email • Robocall if dismissal 	<ul style="list-style-type: none"> • Within one day • Immediately for dismissal 	<ul style="list-style-type: none"> • Families involved
Bus incident- Tier one or two? Dependent on type?	<ul style="list-style-type: none"> • Phone call 	<ul style="list-style-type: none"> • Immediately 	<ul style="list-style-type: none"> • Families involved
Vandalism depends- on what?	<ul style="list-style-type: none"> • If includes hate speech, sexually explicit material, threats email 		<ul style="list-style-type: none"> • School community
Alcohol or drugs on property Tier one or two?	<ul style="list-style-type: none"> • If specific to a child phone call to students involved • Email reminder regarding drug/alcohol use policy 	<ul style="list-style-type: none"> • Immediately • Within one day 	<ul style="list-style-type: none"> • Families involved • School community

Tier Three- A Tier three incident is a High level of concern incident.

Incident	How	When	To whom
Gang related issue	<ul style="list-style-type: none"> Email and text 	<ul style="list-style-type: none"> Within one day 	<ul style="list-style-type: none"> School community
Threat of gun or weapon violence	<ul style="list-style-type: none"> Email, Robocall, Text 	<ul style="list-style-type: none"> Immediate- details as they come are shared 	<ul style="list-style-type: none"> Entire district
Bomb threats (real or perceived)	<ul style="list-style-type: none"> Email, Robocall, Text 	<ul style="list-style-type: none"> Immediate- details as they come are shared 	<ul style="list-style-type: none"> Entire district
Weapons on property	<ul style="list-style-type: none"> Email, Robocall, Text 	<ul style="list-style-type: none"> Immediate- details as they come are shared 	<ul style="list-style-type: none"> Entire district
Bus accident	<ul style="list-style-type: none"> Email, Robocall, Text 	<ul style="list-style-type: none"> Immediately 	<ul style="list-style-type: none"> Families involved
Fire department presence	<ul style="list-style-type: none"> Email, Robocall, Text 	<ul style="list-style-type: none"> Immediately 	<ul style="list-style-type: none"> Families involved
Threats against students and staff	<ul style="list-style-type: none"> Email, Robocall, Text 	Immediate- details as they come are shared	<ul style="list-style-type: none"> Families involved District community
Police on property	<ul style="list-style-type: none"> Email, Robocall, Text 	Immediate- details as they come are shared	<ul style="list-style-type: none"> Families involved District community
Social media threats	<ul style="list-style-type: none"> Email, Robocall, Text 	Immediate- details as they come are shared	<ul style="list-style-type: none"> Families involved District community
Student related tragedy in the community	<ul style="list-style-type: none"> Email, Robocall, Text 	Immediate- details as they come are shared	<ul style="list-style-type: none"> Families involved District community
Hate crimes	<ul style="list-style-type: none"> Email, Robocall, Text 	Immediate- details as they come are shared	<ul style="list-style-type: none"> Families involved District community

Incidents involving multiple tiers will always be communicated based on hierarchy of concern.

Parking Lot/Other

- **How is the greater community being informed about this work?**
- **How quickly are parents informed about an active shooter situation?**
- **Could childcare be offered to families so they can attend important meetings like this?**
- **Outreach to parents via classroom newsletters to increase participation. Not every parent reads district-wide emails but are more likely to read class or building level emails.**
- **Are teachers being encouraged to attend the Dialogue on Race meetings?**
- **Is law enforcement being asked to attend the Dialogue on Race meetings?**

Follow-up:

- **Do we need a rubric that defines incidences?**
- **Over communicating can lead to de-sensitization. Avoid repeated info in district emails.**
- **Concrete examples may be needed.**
- **A panel on safety and mental health via zoom would be good- include BOCES, law enforcement, mental health providers.**
- **Consider maintaining a calendar of incidences.**
- **Parents should have the ability to subscribe to info they want. Parent Square can help with this.**
- **Put a link on the home page to the new page where all of this information is being shared.**
- **A timeline for implementation will be helpful.**
- **Have specific questions for students to answer when they attend a meeting.**